NCPA Calendar July 2012 - June 2013

		JULY	
DATE	EVENT	LOCATION/TIME	TOPICS
June/July	Members meet with Distributors for consolidating and back to school menu planning.	Sysco and US Food Houses	
July 25 - 27	NCPA Board of Directors Meeting	Drury Inn, Greensboro *	- Approve New Calendar /Events
	.	*Begin at 2:30 p.m. Wed and end	- Meet w/ Poultry Manufacturers
			- Review/ / revise 2012-2013 Calendar
		by noon on Friday.	- Review Pass/Fail Request for Product Approval 2012- 2013
		AUGUST	
Aug. 1	Finalize requests for Products Meeting Current Specs		
	for 2012-2013 Bid and forward to Product ID for approval.		
		SEPTEMBER	'
Sept. 10	Requests for Currently Approved Grain/Bread Reformulations Due		
Sept. 12-14	NCPA Board of Directors Meeting	Drury Inn, Greensboro *	- Approve Products to be Tested (TBT)from
			current specification received /approved
			- Discuss / Plan Commodity/NOI/Commercial Bid for 2013 - 2014
Sept. 17 - 21	Notify Brokers/Manufacturers of Districts Student Testing Products		
·		OCTOBER	
Oct. 23	NCPA Board of Directors Meeting	Sheraton Imperial, RTP 8:30 a.m.	
	NCPA Board of Directors Meet w/Selected Manufacturers/Brokers	Sheraton Imperial, RTP 9:30 a.m.	- Annual review and conversation meeting
	NCPA Board of Directors Meet w/Distributors	Sheraton Imperial, RTP 11:00 a.m.	- Annual review and conversation meeting
Oct. 24	NCPA Bi - Annual Member Meeting	Sheraton Imperial, RTP 10:00 a.m.	
	'	NOVEMBER	'
Nov. 14 - 16	NCPA Board of Directors Meeting	Drury Inn, Greensboro	- Review District Testing Results/Approve
Nov. 20	Student Testing for 2013-3014 Bid Due from Assigned LEA's		
Nov. 30	Notify Brokers/Manufacturers of District Testing Results		
		DECEMBER	
Dog 4	Release DRAFT 2013-2014 Commodity/NOI/Commercial DTM		
Dec. 1	Spreadsheets to Members/Vendors for Review / Corrections.		
Dec. 28	Audit Committee - Complete Mid Term Audits		
		JANUARY	
Jan. 9 - 11	NCPA Board of Directors Meeting	Drury Inn, Greensboro	- Finalize 2013-2014 General Bid IFB and Renewal Forms
Jan.11 - A.M.	Vendor Pre-Bid for Preliminary 2012-2013 Commodity / NOI / Commercial DTM Bid	Drury Inn, Greensboro 11:00 a.m.	
by Jan. 18	E-Mail Vendors FINAL 2013-2014 Commodity / NOI / Commercial DTM Bid		Review/finalize General Bid spreadsheets product categories
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	FEBRUARY				
Feb. 4	Commodity / NOI / Commercial DTM Mailed Bids Due				
Feb. 6 - 8	NCPA Board of Directors Meeting	Drury Inn, Greensboro *	- Review/finalize General Bid spreadsheets product categories		
			- Commodity / NOI / Commercial DTM Bid Opening		
Feb. 7	BID OPENING: Commodity / NOI / Commercial DTM Bid	Drury Inn, Greensboro 10:00 a.m.			
	New Members - Join NCPA this month before the new General Bid goes				
	out. Contact Mary V. Sitton for Member Application.				
Feb 15 - 28	Members Desiring to RENEW Bid LOTS with Current Distributor for				
	2013-2014 begin negotiation this month.				
Feb	Obtain Letter of Guarantee Letters from Manufacturers Commodity and DTM				
Feb. 28	Release DRAFT 2013-2014 General Bid Spreadsheets to				
	Members/Vendors for Review / Corrections.				
		MARCH			
Mar. 1 - 8	Members Renewing Bid LOTS for 2013-2014: Follow Renewal				
	Instruction Documents and e-mail to distributor(s).				
Nam C	Release DRAFT 2013-2014 General Bid LOTS 1 - 8 Spreadsheets to				
Mar. 6	brokers/manufacturers/distributors for review and corrections.				
Mar. 10	NCPA Board of Directors Meeting	Ramada Inn Blueridge, Raleigh 4:00 p.m.			
Mar. 11 - A.M.	Vendor Pre - Bid Meeting for General Bid - LOTS 1 - 8 Alliance Members Luncheon	McKimmon Center, Raleigh			
Mar. 11 - P.M.	Alliance Member Training	McKimmon Center, Raleigh			
Mar. 12 - A.M.	Alliance Member Training	Fairgrounds TBA			
Mar 12 - P.M.	Alliance NEW PRODUCT FOOD SHOW	Fairgrounds TBA			
Mar 13 - A.M.	NCPA Board of Directors Meeting/Review	Ramada Inn Blueridge, Raleigh			
Mar. 18 - 22	Members Renewing LOTS for 2013-2014: Finalize and Receive Distributor Renewal Paperwork for 2013 - 2014 - Send renewing distributor product usage on new bid spreadsheets.				
Mar. 18	Release FINAL 2013-2014 General Bid Spreadsheets to NCPA Membership via e-mail				

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	APRIL					
Apr.1 - 12	Members Bidding LOTS for 2013 - 2014: Prepare and e-mail IFB with New Spreadsheets with annual usage to distributors.					
Apr. 1 - 12	Renewing Members need to provide annual usage estimates on 2013-2013 bid spreadsheets to distributor to receive annual estimated cost with new bid pricing.					
Apr.17- 19	NCPA Board of Directors Meeting	Drury Inn, Greensboro * (meeting rm not avail.a.m. of the 19th)				
April	Complete Alliance Board elections for outgoing Chairs in Regions 1, 3, 5, & 7					
Apr. 1 - 30	Submit 2013-2014 NCPA Price Guarantee Letters to Distributors					
	MAY					
May 12 - P.M.	NCPA Board of Directors Meeting	Ramada Inn Blueridge, Raleigh 1:00 p.m.				
May 13 - A.M.	NCPA General Bid Opening for Distributor Bids and	McKimmon Center, Raleigh 10:00 a.m.				
	Alliance Member Luncheon					
	Distributors send renewal NCPA customers new bid copy showing total estimated costs by category with local usages inserted.					
May 13 P.M. & May 14 A.M	NCPA Audit Committee	Ramada Inn Blueridge, Raleigh 1:00 p.m.	Choose products and complete letters to distributors for Pre-Bid Audit.			
		JUNE				
June 17 - P.M.	NCPA Board Meeting	Koury Convention Center, Greensboro				
June 18 - A.M.	Bi - Annual Member Meeting - SNA Conference	Koury Convention Center, Greensboro				
		JULY				
July 24 - 26	NCPA First Board Meeting of the New Year	Drury Inn, Greensboro				